

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	AC013
POSITION TITLE	Public Affairs Officer
CLASSIFICATION	LE4
SECTION	Political and Economic Section
REPORTS TO (TITLE)	Second Secretary
STARTING SALARY	GHS 205,722.72 base salary per annum

About The Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position

Under the general direction of the Second Secretary, the Public Affairs Officer works to deadlines; exercising good judgement in managing priorities related to promoting Australia's profile in West Africa, thus maximising Australia's visibility, and influence in the region.

The position builds and cultivates networks with key stakeholders, manages correspondence and administrative tasks, and assists with the organisation of official events.

The position also supports on social media management, website management and media relations. There are regular evening duties (approximately 1-2 times per month), as well as occasional driving and lifting.

Key responsibilities of the position include but are not limited to:

- Monitor media and social media and identify and report on emerging issues and developments that are of interest to the Australian Government, including economic, political developments (including macroeconomic reforms, elections), major foreign policy directions (including relationships with other countries).
- Manage administrative tasks related to the work of the Public Diplomacy team, including maintaining record-keeping, managing multiple inboxes and updating project management documents.
- Assist in implementing the High Commission's social media strategy under the guidance of the Senior Public Diplomacy Officer, including managing the social media channels during periods of their absence.
- Prepare a range of high-quality written materials including media briefings, proposals and presentations, and report on emerging issues.
- Produce high quality communication materials for the High Commission, including website updates, media releases and other material as required.

- Plan and deliver public diplomacy events and functions including managing the delivery of multiple concurrent events, coordinating stakeholders, speakers, and other logistical arrangements such as guest lists, catering, entertainment, and technical support.
- Develop and strengthen strategic relationships, negotiate, and liaise across a broad range of stakeholders including in government, media, and non-governmental organisations.
- Support and coordinate visit programs and briefings for official Australian visitors to the High Commission's countries of accreditation, including organising meetings, public events and media coverage.
- Other duties as directed, including periodically, relieving absent staff.

Selection Criteria (required qualifications/experience/knowledge/skills)

- Tertiary degree in politics, social science, journalism, or similar communications related field, including research and analysis skills.
- Minimum two years' experience in a relevant position including experience managing large or complex events.
- Advanced level of computer literacy particularly in website publishing, social media, Microsoft Office, and Outlook. Capacity to learn new computer programs and familiarity with database management.
- Strong communication, interpersonal and representational skills, and the ability to deal with a wide range of clients from diverse backgrounds. A working-level fluency in French (CEFR B1) is preferred.
- Highly developed commitment to ethics, organisational skills, and attention to detail, including the ability to meet deadlines while managing priorities and working collaboratively in a highly productive team.